

CPM Policies and Procedures

Policies Governing the CPM Program

This program is an Equal Opportunity Training Program in keeping with the provisions of Title VII of the Civil Rights Act of 1964 and the American's with Disabilities Act of 1990.

Attendance of Candidates

Class participants must attend at least 90% of a class to receive full credit for the class. Candidates may miss up to 30% (about three) of their scheduled classes and remain in good standing.

Testing of the Candidates

There is one CPM exam, which is a take-home essay. Candidates take the CPM exam in late spring following completion of the full course load. Candidates are given two weeks to complete the exam. The CPM exam is evaluated on a "meets standard" and "does not meet standard" scale. No letter grades are issued.

Candidates are required to complete CPM take-home exams individually and not discuss questions or exam answers with others. If candidates violate this requirement by receiving or providing assistance in completing the exam, then those candidates will be removed from the CPM program.

Results are reported in writing to the candidate. Candidates will have two opportunities to meet passing criteria on the CPM exam. If after the second opportunity a candidate's exam responses still do not meet passing criteria, then that candidate will no longer be considered an active candidate and can reapply to the CPM program no sooner than twelve months from the date of the candidate's last exam. If an individual is accepted as a candidate after reapplying to the program, the candidate must then satisfy designated CPM requirements, including course work, as needed for developmental purposes.

Project Requirement

In order to receive credit for the CPM Project, candidates must meet the minimum standard for success as defined in the CPM Project Success Criteria Worksheet. Candidates must also submit work by the deadline given by OHR for each segment of the project. If a candidate does not receive credit for their project, then the candidate has the opportunity to submit another project the following year. If a candidate does not receive credit after submitting a project the second time, then he or she will no longer be considered an active candidate.